

1210.25 Undeliverable Warrants

Issued January 1, 1994

SUBJECT: Undeliverable Warrants.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide guidelines for processing undeliverable lottery, payroll, retirement, or vendor warrants and undeliverable or returned imprest cash checks.

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SUMMARY: Undeliverable lottery warrants, payroll warrants, retirement warrants, vendor warrants and imprest cash checks are forwarded to Department of Treasury.

Treasury prepares Form A-29, Receipts Voucher (RV), to deposit the amount into the proper liability account when receiving an undeliverable lottery, retirement, or vendor warrant. Department of Management and Budget (DMB), Office of Financial Management (OFM) processes the RV into accounting records and the originating agency processes replacement voucher if necessary.

When Treasury receives an undeliverable or returned imprest cash check, Treasury forwards the check to originating agency.

When Treasury receives an undeliverable payroll warrant, Treasury forwards a replacement warrant to the agency or mails it to the employee. Treasury uses Form M-1085, Imprest Cash Deposit Ticket, to deposit amount of the original payroll warrant into the proper replacement account.

APPLICABLE FORMS: A-2, Request for Journal Voucher (JV).
A-29, Receipts Voucher (RV).
M-1085, Imprest Cash Deposit Ticket.

PROCEDURES:

Payroll Warrant

Treasury, Central Distribution Division:

- Stamps returned warrant VOID.
- Records warrant information in log.
- Forwards voided warrant and log to Treasury, Financial Services Section, Warrant Transaction Unit.

Treasury:

- Separates undeliverable payroll warrants from undeliverable vendor warrants/imprest cash checks and forwards to Treasury, Financial Operations Division, Financial Services Section.

Treasury, Financial Operations Division, Financial Services Section:

- Verifies payroll warrant is outstanding via on-line terminal inquiry.
- Contacts agency personnel office to determine mailing address for replacement warrant.
- Prepares replacement warrant; mails to employee or agency.
- Deposits original warrant in replacement account 27-164-3 using Form M-1085.
- Files warrant stub, envelope and carbon of replacement warrant stub in log number order, by month of return.

Vendor Warrant/Imprest Cash Check

Treasury, Central Distribution Division:

- Stamps returned warrant/imprest cash check VOID.
- Stamps warrant/imprest cash check, stub, attachments and envelope with log number.
- Records warrant/imprest cash check on a log sheet in log number order.
- Forwards log, voided warrant/imprest cash check, accompanying envelope and correspondence to Treasury, Financial Operations Division.

Treasury, Financial Operations Division:

- Follows procedure JM-33087 for returned warrant and records reason for return aside warrant copy on the log.
- Determines liability account number, originating agency and agency contact for each returned vendor warrant/imprest check.
- Prepares RV to deposit warrant(s) to proper liability account; uses separate RV for each liability account. (RV detail shows log number of each warrant deposited.)
- Makes copy of log.
- Files goldenrod RV.
- Forwards copy of RV, copy of log, vendor warrant/imprest check stub, voided imprest cash check, correspondence and postmarked envelope to originating agency.
- Forwards warrant and remaining RV copies to Receipts Processing Division.

Treasury, Receipts Processing Division:

- Posts RV to proper fund ledger.
- Files white copy of RV.
- Processes warrant in daily cash letter.
- Forwards pink and canary RV copies to DMB, OFM, Financial Control Division.

DMB, OFM:

- Processes RV into accounting records.
- Forwards RV canary copy to originating agency and retains pink RV copy on file.

Agency:

- Receives copy of RV, copy of log, vendor warrant/imprest check stub, voided imprest cash check, correspondence and postmarked envelope from Treasury.
- Files RV canary copy.
- Prepares replacement voucher if necessary:
 - If replacement amount equals amount of original warrant/check, charges only the liability account.
 - If replacement amount is less than original warrant/check amount, charges liability account with correct amount. Requests preparation of Form A-2, Request for Journal Voucher (JV) for transferring remaining credit to proper account designated by DMB agency liaison.
 - If replacement amount is greater than original warrant/check, charges liability account with amount of original warrant/check. Charges amount of the difference to proper expenditure account.
 - Processes replacement voucher per Financial Management Information System (FMIS) manual procedures.
- If double payment liability balance exists, requests JV for transferring erroneous payment to proper account designated by DMB agency liaison.
- If payee is not located within 2 years, escheats amount due.

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